# TRANSITION ORIENTATION BRIEF

1ST AND 3RD
TUESDAY
PALMER THEATER
0730

# TRANSITION PROCESSING

- Transition from Military to Civilian
- Transition Center will:
  - Publish ETS/Chapter/Retirement Orders
  - DD Form 214
- Location: Bldg 18010, Room B309
- Telephone Number: Customer Service

**287-3513**

# TRANSITION PROCESSING

Hours of Operation:

**Customer Service**

Monday thru Friday

0830-1100 and 1300-1600

**Separation Briefings (DD214)**

Monday- Friday

0730 and 1230

*****HOURS & DATES MAY VARY DEPENDING ON HOLIDAY'S*****

# ETS

- Transition Center Worksheet (Handout)
- DA Form 31 (must be approved w/control number)
- Most recent EOM LES
- If ETS is within 30 day of start of terminal leave or separation date, also submit:
  - 4-1, 4-2 & 4-3 of Initial Enlistment Contract
  - 4-1 Reenlistment/Extension
  - DD Form 93 (Emergency Notification)
  - SGLI/V (Servicemen Group Life Insurance)
  - Last Promotion Order (SGT & Above) or DA Form 4187 (E2-E4)
  - DD Form 214 (Previous Enlistment)

# CHAPTERS

- Submit approved Chapters, Personnel File, Transition worksheet, LES, Terminal Leave (some chapters are not authorized LV) to the Transition Center

- Soldier and/or Escort (if not directed by the approval authority) will determine separation date

- Chapter(s) 5-13, 10, 13, and 14 **must have an NCO escort (Sergeant or above) at all times**

# ENLISTED RETIREMENT

- DA 4187 requesting retirement (see your S1 for format)

- DA 31 must be approved w/control # (PTDY and terminal leave can be together or on a separate DA 31)

- Enlisted records brief (ERB)

- Most recent end of month LES

- Approval MFR or 2d pg DA 4187 from an 06

- Personnel File (Optional, but recommended)

# OFFICER

## ***OFFICER RETIREMENT***

- Call Ms. Wells at 287-6099 for information and arrange for appointment date

## ***OFFICER REFRAD/RESIGNATION***

- Call Ms. Fletcher at 287-7002 for information and arrange for appointment date

# DD 214 Brief

- Report to the Transition Center, Room B309 on your separation date, or the workday before the start of your terminal leave or permissive TDY

- Two DD Form 214 briefings are held daily Monday thru Friday (except Federal and Training Holidays) 0730 or 1230 hrs

- Report on Friday if transition date begins on the weekend or last working day prior to holiday

# DD 214 Brief

- Bring to briefing
  - Green Stamp on Post Central Clearance
  - Medical and Dental records (VA Memo)
  - ACAP checklist
  - DA Form 31
  - If you signed a contract with the National Guard or Reserves please ensure you have an extra copy of the contract with you
  - Personnel that have been deployed bring a memorandum signed by the Commander stating the location and the exact dates you

# DD 214 Brief

- Recommend that you bring copies of:
  - Awards
  - Military Schools Documents
  - DA Form 4187's for AWOL time
  - Promotion Orders/4187
  - Article 15's
  - Documents you may need to update your DD 214
- **NO** Children allowed in briefing
- **Do not** make any plans, appointments, or transportation arrangements on your scheduled separation date

# PTDY

- Transition leave/Permissive TDY (PTDY) does not start until you have completely out-processe and have a completed DD Form 214

- PTDY is only authorized for soldiers that are involuntarily separated (RCPs, medical separatio with less than 30%, and retirements)

- Soldiers with normal ETS date **are not** authorized PT

# ISSUES

- Date of Rank (Personnel and Finance do not match)
- Personnel File (obtain from PSB)
- Reserve or National Guard Contracts
- Separation Pay
- Review and correct ERB with PSB 120 days out
- Submit approved leave and worksheet 45